

REPUBLIC OF RWANDA



THE JUDICIARY OF RWANDA

P.O. Box 2179, Kigali, Rwanda.

VACANCY ANNOUNCEMENT

The Judiciary of Rwanda is inviting applications from suitably qualified Rwandan nationals to fill the post of **Executive Assistant to the Chief Justice**.

Key Responsibilities

- Provides administrative support to The Chief Justice and facilitates smooth running of the Office;
- Prepares correspondences requiring Chief Justice's signature, and may make informal translations into other official languages as required;
- Assists the Advisor to the Chief Justice with legal research and other assignments;
- Arranges appointments and maintains the Chief Justice's calendar, receiving high ranking visitors, answering telephone calls and addressing enquiries as advised by the Chief Justice;
- Plans, organizes and takes minutes in various administrative meetings chaired by the Chief Justice; and ensures necessary follow up on decisions taken
- Prepares media briefings for the Chief Justice, including social media relevant to the Judiciary

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelors /Master's degree in Law
- Minimum of two (2) years working experience in the legal field (experience in relevant high level office support work and office management is an advantage)
- Computer literacy
- Fluency in Kinyarwanda, English and French
- Ability to work with minimum supervision
- Excellent organization, interpersonal and time management skills

If you meet the above requirements, please submit your application along with a cover letter, an updated resume/CV and a copy of the degree certificate in sealed envelope indicating post title and addressed to the Secretary General, Supreme Court. The applications should be deposited in the office of the Secretary General **not later than 23rd June, 2014 at 5pm.**

- Only short-listed candidates will be contacted.
- Women are particularly encouraged to apply

Anne GAHONGAYIRE

Secretary General